EQUIPMENT RENTAL REQUIREMENTS:

In order to rent equipment at Scribe
You must meet the following requirements:

1. The project you are working on is independent and non-commercial, ideally with the intention of serving a community need or a personal, creative vision.

2. Scribe wants to know what specific equipment you have used and your prior experience using the equipment you want to rent. A phone conversation follow-up is also helpful. If you have not used our specific model of equipment, we advise that you come in to review the equipment with the user's manual BEFORE equipment rental.

3. A 1 page equipment rental application must be reviewed to determine your ability to rent with us. We can either email or fax a rental application form to you or you can fill it out in person.

4. Once your rental application is approved, an equipment reservation must be made with Scribe's office manager to determine if the equipment desired is available for rent. Priority is given for ongoing workshop demands, current students developing projects, and community groups collaborating with Scribe.

5. A $250 deposit which is refunded upon equipment return in good condition is required at the time of the rental. You can provide cash, money order, or a credit card, which, upon equipment return, the charge will be refunded. The reason for the deposit is for equipment insurance purposes. A commercial rental house will require you to pay for your own insurance for specific equipment. Scribe does not require this, instead, we require the $250 deposit.

6. Equipment rental rates are charged by the day. Your equipment rental charge is based on how many days the equipment is kept out not how many days you have used it. Weekend rentals are considered two-day rentals, picked up on Friday and returned on Monday. If you are renting for one day, your equipment should be returned within 24 hours. Scribe is open Monday thru Friday, 11 am to 7 pm. In your reservation you must work out a check-out time and a check-in time within our hours of operation, with the office manager. Scribe will continue to charge the day rate for late return of equipment.

7. A Scribe tech coordinator will help you with your rental, providing you with a checklist copy of your rental equipment. The rental checklist must be signed by the user, who agrees to be fully responsible for that equipment.

8. You will pay the rental fee (based on the rental period and the equipment used) up front the day of check out. The office manager will provide you with a receipt. Your deposit will be returned once you return the equipment and if the equipment is in the order you checked it out.

9. The rental application process generally takes at least 1 week. Please call in advance for a rental opportunity.

THANK YOU FOR TAKING THE TIME TO LEARN ABOUT SCRIBE RENTAL PROCEDURE AND WE HOPE THAT WE CAN SERVE YOUR NEEDS!

For more information:

Call (215) 222-4201

Email inquiry@scribe.org

Visit www.scribe.org

scribe video center

Scribe --

an artist who uses electronic media as a creative tool to express and document contemporary ideas and issues.

Scribe Rental Catalog

Hi Def Cameras

Sony HVR-Z1U 3 CCD, HDV 1080i camcorder, 16:9 or 4:3, 12x Zeiss zoom 90

Sony HVR-V1U 3 CMOS, HDV 1080i camcorder, 16:9 or 4:3, 10x Zeiss zoom 90

Sony HVR-A1U 1 CCD/ 1/3" primary color CMOS, HDV 1080i camcorder, 16:9 or 4:3, 10x Zeiss zoom 80

(Scribe Hi Def Cameras can shoot in either HDV or standard DV, using mini DV tapes)

Mini DV Cameras

Sony DCR-VX2000 Mini DV 3 CCD camcorder, 16:9 or 4:3, DVCam 55

Sony DCR-VX1000 Mini DV 3 CCD camcorder, hi-fi audio, interval recording 55

(All camera rentals include: tripod, AC adapter, charger, batteries; Sony Mini DV tapes are available for purchase)

Camera Accessories

Sony PVM 8020 Broadcast Monitor portable SD field monitor ideal for location filming, includes AC power 30

Tripod 20

Sony GV-D300 Mini DV Deck portable NTSC mini DV deck ideal for digitizing media, includes 4 to 6 pin fire wire cable 60

Sony Mini DV tapes 5

BeachTek DXA-4 dual XLR adapter 12

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Audio

Sennheiser wireless lav kit includes ek1000G2 receiver w/ XLR to 3.5mm stereo cable & camera mount adapter; sk1000G2 bodypack transmitter w/ ME2 omni lav mic, clip & windscreen; 3.5 mm stereo cable 35

MM-3100 includes 3 inputs, phantom 30

MixPre portable stereo pre amp & mixer (2 in/2 out), phantom, tape output..... 25

Zoom H4 handy audio recorder includes 2GB SD memory card, USB cable, XLR phantom feed; records in MP3 or Wav audio file format 17

Zoom H2 handy audio recorder includes 2 GB SD memory card, USB cable; records in MP3 or Wav audio file format 15

Sony Mini Disc Recorder includes 1 mini disc, Additional mini discs available for purchase 10

Shotgun Mics Sennheiser ME-66 or ME-80; includes fish pole & windscreen 20

Lavaleir Mics Sennheiser ECM-55 or ECM-44..... 15

Handheld Mics Shure VP64, Fender P51, Stageworks UM66 10

Shure SM91 Table Mic 20

(Audio kits include: cables, adapters, batteries/ or AC adapter, and if needed: windscreen and headphones; DVDs are available for purchase for downloading media files)

Audio Accessories

CDs/DVDs 1.50

Sony Mini Discs 1.50

Stage Microphone Stand 10

BeachTek DXA-4 dual XLR adapter 12

Califone PA-8 megaphone pair 12

Fender PA portable 150 watt PA kit, includes speaker stands 90

Camera Packages

Bolex Special includes Bolex 16 mm film camera, lenses & light meter 155

Philly Wonder Package includes Sony A1U HDV camera, light kit & 1 choice microphone w/ cable 130

Philly Indy Package includes Sony V1U HDV camera, light kit, 2 choice microphones w/ cables & portable sound mixer 165

(Must have taken Scribe's 2 hour intensive HD workshop in order to rent Sony Z1U and V1U HDV cameras, & to rent **Philly Indy Package**)

Lighting

Three-Point Light Kit 2 tota/1 omni or 3 omni (3X 500w heads, stands, umbrella, scrim) 50

Lowell 750w Softlight Kit 40

Lowell DP-4 Kit especially for film sets (4x 1000w heads, stands) 45

(Lighting kits include cables, gels, barndoors, and if needed, extension chord, power strip, gaffer tape, clamps, and adapters)

Scribe Workshops

Scribe Video Center provides an opportunity for adults and young people to explore and produce media under professional instruction through our programs and workshops. Projects exploring personal visions, social issues and community life are of particular interest to Scribe. To learn more about Scribe call or stop in and visit us at **4212 Chestnut Street, 3rd Floor, Phila. PA, 19104**. Scribe is only 4 blocks from the 40th Street stop on the Market Frankford Line.

Scribe Video Center
Equipment Rental Application

Name: _____

Production Co./ Organizational Affiliation (if any): _____

Address: _____

City: _____ State/Zip: _____

Daytime Phone: _____ Evening Phone: _____

PROJECT INFORMATION

Title of Project to be shot: _____

Genre: _____ Length: _____

Description: _____

_____

_____

Please list project's funding sources: _____

_____

Please list project's crew: _____

_____

FILMMAKER INFORMATION

Previous Production Experience (please include equipment familiarity): _____

_____

_____

Have you taken any workshops at Scribe? If so, which ones? _____

_____

RENTAL INFORMATION:

Length of time for rental (in days)? _____

Date of Pick-up: _____ Date of Return: _____

Equipment needed? _____

_____

Do you need tape stock? If yes, how many: _____ What length: _____
(Supply may be limited)

Internal use only below this line:

Total Cost of Rental: _____ Form of Payment: _____ Date Paid: _____
Deposit Amount: _____ Form of Deposit: _____ Date Returned: _____
Program Dir. Approval: _____ Media Ctr. Man. Approval: _____

Equipment access at Scribe Video Center is for non-profit, creative projects. We will not lend out equipment unless the potential user has taken a production workshop at Scribe or has evidence of similar experience. *All payment is expected in advance.

Scribe Rental Catalog

Production

In 2008, Scribe Video Center celebrates its 25th anniversary. The programs at Scribe are made possible from the generous support of numerous foundations, and gift contributions from friends, families, and individual contributors. Through Scribe programs, organizations, neighborhood community groups, media artists, emerging and experienced videomakers, and educators have been using media as a tool for social change.

Since 1990, Scribe has guided over 75 community and activist organizations through the production of mini-documentaries and neighborhood portraits that help communities address important social and political issues.

Check us out!

Scribe STATS:

3 Workshop Classrooms

Video Editing Suites

16 mm Editing Room

Projection

Video Screening & Gathering Space

Storyville independent film/video screening series

Producer's Forums

Videotape & DVD Media Library

Equipment Rental

Programs Documentary History Project

For Youth, Precious Places, Community

Visions, Street Movies!

Alliances WPEB 88.1 Community Radio Station,

The Leeway Foundation, PIFVA, Black Lilly

& Infinite Possibilities……

Dubbing

Scribe offers limited interformat dubbing services. We can handle: standard def MiniDV, Mini DVCam & standard size DVCam, high def MiniDV, Mini HDVCam & standard size HDVCam, VHS, and DVD. Call for more information and rates.

Scribe discounts apply to current instructors, members, program, and workshop participants who are currently working on a project.

Scribe's Videotape & DVD Media Library houses works produced by Scribe participants and other independently produced works

Independent Editing and Post-Production

Scribe offers low-cost editing assistance and suite rentals. Editing and post-production rates are charged by the hour.

Editing and Post Production Assistance w/ Final Cut Pro, DVD authoring w/ DVD Studio Pro, compression & preparing video for the web, scanning & basic image editing w/ Photoshop …… 35

Independent Editing w/ Final Cut Pro, DVD authoring w/ DVD Studio Pro, image editing w/ Photshop/ Imageready, video animation w/ Aftereffects or Flash, preparing video for the web w/ Quicktime or Compressor, DVD making w/ iDVD or Toast, audio editing w/ ProTools, and any other independent editing done using the Mac suites …… 20

Steenbeck 16mm Film Editing w/ film projector and the Steenbeck editing suite …… (up to 8 hrs) 10
(8 to 24 hrs) …… 7.50
(weekly, 40 hrs) …… 200

Media Files Storage using external hard drives. Scribe will store project files for workshop participants on an as needed basis once a workshop is complete. Fees will be charged for storage on a monthly basis. If no arrangement for file storage is made with the office manager then ALL files will be deleted from hard drives once a workshop or a project is complete …… 5

Projection & Space Rental are available through Scribe. Space may be used for meetings, conferences, film screenings, script readings, small community gatherings, videotaping interviews, etc. Call and speak with Scribe's office manager to find out more information.

Thanks again for your support!

215.222.4201 www.scribe.org